

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 2nd November 2015 (SPC/TF/082)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke (Vice chairman)
Cllr Stan Gyford
Cllr Ian Nicholas
Cllr Anna Toon

In attendance

Mike Darley (Footpath Officer)
Tony Ford (Clerk)

1. Apologies for Absence

There were no absences.

2. Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/081) held on Monday 5th October 2015.

The minutes were signed by the Chairman as a correct record of the meeting.

3. Co-opted Councillor

The Parish Council was informed that only one applicable parishioner Tina Hurley had had come forward for consideration. Having considered the matter of co-opting Tina Hurley the Parish Council. **Resolved that Tina Hurley be co-opted to the Parish Council**

Action Clerk to inform Tina Hurley

4. Declarations of Interest

There were no declarations of interest by members in respect of items on the agenda, there are no written requests for new Disclosable Pecuniary Interest dispensations.

5. Report from Clerk on actions from the last meeting

There were 11 actions requiring completion, four were completed, and seven were in progress. (Appendix 1 refers). Noted

6. Questions/Issues on any matter, from members of the public present.

6.1 Ward Councillors Report

Cllr Guthrie gave a verbal report to the Parish Council (Appendix 2 refers).

6.2 Local Police Report

Due to timing the police report had not been received.

6.3 Questions from other members of the public

No questions from the public were tabled

7. Village Footpaths

The footpaths officer report was noted (Appendix 3 refers)

8. Bins and Dog Waste Bins

The Parish Council was informed that any collecting contractor would need to be an authorised waste carrier, they would need to be disposing of the waste through an authorised waste agreement and they should be able to provide a Waste Transfer Note to satisfy their legal obligation. Also informed that some other parishes were using their Lenghtsman to empty bins more regularly and dispose of contents using Herefordshire Council's commercial

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waste collection arrangements. At a cost to the Parish Council Herefordshire Council were willing to provide a commercial bin to be sited at the village hall.

They did not advocate locating a bin at the junction close to the footpath due to health and safety issues.

Collection cost per collection

	Business	Collection only
• 1100 litre	£11.52	£8.51
• 660 litre	£ 8.34	£6.50
• 360 litre	£ 6.57	£5.89
• 240 litre	£ 5.15	£4.43

The Parish Council was mindful that it had previously agreed to purchase direct and install bins at three locations at a cost much cheaper than the £550 per bin Balfour Beatty would charge. It was now felt that the likely impact would be that Herefordshire Council would discontinue to collect from the bins at the Lichgate and the old post office if replaced as previously planned. To ensure continuity of collections at no cost to the Parish Council these bins would now not be replaced. The Footpath Officer would be used to clear bins across the village on the weeks that there were no household collections, and use made of the commercial bins at the Golden Cross at no cost to the Parish Council. The Parish Council thanked John Murray for his support in this matter.

Action – Clerk to purchase one bin to be located by the footpath at Ordis Court.

9. Neighbourhood Development Plan

Herefordshire Council has now completed its assessment of the environmental implications of the draft Neighbourhood Plan. The Strategic Environmental Report shows that the draft plan is in general conformity with the newly adopted Core Strategy, with no changes required. The Habitats Regulations Assessment concludes that the Plan will not have a likely significant effect on the River Wye Special Area of Conservation, The draft plan will now proceed to consultation.

10. Village Annual Bonfire and Fireworks

An update regarding insurance requirements was received (appendix 4 refers) Noted.

11. Nuisance Bonfires

The Clerk had not received any complaints since the last meeting.

12. Financial Report

12.1 Confirmation of Balances £38,633.39 (statement as at 15/10/15 £43,294.35 less outstanding Cheques £4,660.96)

12.2 Receipts £9,817.50 (2nd instalment of precept)

12.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Royal British Legion	30.00	November 2015- Poppy Wreath
2	HALC	180.00	13/10/15 Councillor Training
3	R. A. Ford	20.48	21/10/15- Stamps & Ink Cartridges
4	Richard Morgan	108.50	5/10/15 Lenghtsman Duties
5	Information Commissioner	35.00	14/10/15 Data Protection Registration
6	R. A. Ford	308.98	02/11/15 - Clerks Salary

Resolved to approve for payment and cheques to be signed

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13. Transfer of open spaces

This is a standing agenda item and currently there was no update to report

14. General Power of Competence

The Parish Council was informed that Local councils in England were given a 'General Power of Competence' (GPC) in the Localism Act 2011, sections 1 to 8. Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1 (1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC.

The Parish Council must decide, at a full Parish Council meeting, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of the meeting. The council is then required to revisit the decision and make a new resolution at every 'relevant' annual meeting of the council to confirm it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are

	Criteria	Description	Sutton St. Nicholas PC
1	Elected Members	At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of the total number of councillors. Elected members include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.	For a council with 7 councillors the number is 5, which the council achieves.
2	The qualified Clerk	The Clerk must hold at least one of the sector- specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.	The Clerk has attained the Certificate in Local Council Administration (CiLCA)

Having considered the matter the Parish Council - **Resolved that at the date of the meeting it met the criteria for eligibility.**

15. Budget Monitoring Report

The Parish Council considered and noted the budget monitoring report to 5th October 2015. (Appendix 5 refers). Noted.

16. Budget 2016/17

Consideration of requirements were deferred until the next meeting.

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17. Defibrillator

The Clerk is in the process of applying for a defibrillator under the Department of Health's £1million scheme to make public access defibrillators and CPR training more widely available in communities across England. Success applications must demonstrate

- That the defibrillator will be accessible to the public, preferably 24/7
- A commitment to train the local community in CPR
- A clear need for the device such as high footfall or a rural location.

The Clerk informed the Parish Council that he intends to applying for a

- iPad SP1 defibrillator
- call push rescue training kit
- DefibSafe cabinet (The low voltage transformer that the delivers the energy required to run the cabinet is very efficient. This ensures that running costs are kept to a minimum. As standard, the DefibSafe comes with an external transformer, which means that once the cable has been fed through an external wall, it can be plugged in to a standard 3 pin plug socket. No hard-wiring or electrician is required to put the cabinet in place. There is an option for the transformer to be internal. This option will either require hard-wiring or a plug can be attached on to the cable.)

The would need to explain the governance arrangements, including checking & maintenance of the defibrillator ,ensuring that pads and batteries are in date and it is ready at all times. It was likely that some five people would be trained in CPR each month.

Action Cllr Gyford to draft governance arrangements

18. Good Neighbours Scheme

Meetings with potential users and volunteers had now been completed, Cllr Gyford also informed the Parish Council that information form the local church was due and the Parish Council would be updated.

19. Village Website

The current website was set up by Jane Buckley who has sadly passed away, her husband has taken over the management of the site, and due to work commitments, there has been difficulties in getting upgrades/changes. The Clerk will be sending a reminder, being mindful of the need to have information clearly laid out the clerk was authorised to take action as required including making enquires with other suppliers if this was needed.

20. Correspondence (Not covered by a separate agenda item and for information only).

- 20.1 – Balfour Beatty – Weobley /Hereford Rural Briefing 02/10/2015. (Noted)
- 20.2 – Herefordshire Council – Maintenance of additional bus services in the county. (Noted)
- 20.3 – Hereford Civic Society - Herefordshire Eco City event. (Noted)
- 20.4 – Balfour Beatty Weobley /Hereford Rural Briefing 09/10/15. (Noted)
- 20.5 – HALC – Information Corner 14/10/15 (Noted)
- 20.6 – Balfour Beatty Weobley /Hereford Rural Briefing 16/10/15 (Noted)
- 20.7 – Herefordshire Council – Adoption of Herefordshire Plan Core Strategy (Noted)
- 20.8 – HALC – Invite to HALC Conference and AGM 21/11/15 (Noted)
- 20.9 - Balfour Beatty Weobley /Hereford Rural Briefing 23/10/15 (Noted)
- 20.10 Balfour Beatty – Parish Newsletter (Noted)
- 20.11 Hereford Civic Society – Prehistoric & Dark Age Herefordshire (Noted)

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21. Matters relayed to the Clerk for the Agenda of the next meeting

- NALC update
- Delegations to Committees
- Lengthsmans Duties
- Clerks Salary
- Budget 2016/17

22. Confirmation of the date, time and venue of the next meeting

Monday 7th December 2015 at 7.15pm Room 2 at the Village Hall.

Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/01	28/05/15	11	Freedom of Information	Clerk to monitor requests received and report back to the next Annual Meeting of the Parish Council	Clerk		Work in progress
11/02	01/06/15	8	Dog Poo Bins	Have signs installed reminding dog owners to take their dog waste home	Clerk		Work In progress
11/03	01/06/15	18	Sutton Playing Field Inspection Report	Cllr Gyford to inform the Clerk of the recommendations he is able to carry out	Cllr Gyford		Work in progress
11/04	01/06/15	18	Sutton Playing Field Inspection Report	Clerk to engage a contractor to complete the rest of the jobs	Clerk		Work in progress
11/05	07/09/15	15	Bins and Dog Waste Bins	Clerk to order bins.	Clerk	Agenda Item8	Work In progress
11/06	07/09/15	15	Bins and Dog Waste Bins	Councillor Gyford to install bins.	Clerk	Agenda Item 8	Work In progress
11/07	07/09/15	24	Sutton Playing Field Entrance	Clerk to inform Lafarage Tarmac	Clerk		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/08	05/10/15	6	Nuisance Bonfire	Clerk to send parishioners details to Cllr Guthrie	Clerk		Completed
11/09	05/10/15	9	Planning – Homme Farm Wyatt Road HR1 3NP	Clerk To inform Herefordshire Council	Clerk		Completed
11/10	05/10/15	10	Village Annual Bonfire and Fireworks	Clerk to inform Came and Co of the pending ,fireworks and bonfire	Clerk		Completed
11/11	05/10/15	17	Age UK Hereford & Localities	Clerk to inform Age UK Hereford & Localities	Clerk		Completed

Appendix 2

Ward Councillor's Update Report

Hereford Library

“Herefordshire Council is reviewing its position following the unexpected discovery of asbestos at Hereford Library. As traces of asbestos have been found at the venue, it is in the best safety interest to remove it completely and that work will start later this year. As yet there is no firm date as to when those works will be completed.

There has been a considerable increase in the use of Belmont Library to compensate for the closure of Hereford Library, and a drop-off point is available at the Shire Hall. In addition we plan to open a temporary provision at Hereford Town Hall as soon as we can. Options for temporary relocating the Museum and Arts Gallery are being explored. In addition to the public use PCs at Belmont library there are also public access PCs available at the new HARC building at Rotherwas and at the Courtyard, which are free to use.”

Update on WISH - A new free online directory of services and activities in Herefordshire

Unfortunately the launch of WISH (which was going to be based at the Hereford Library) has now been delayed, it is hoped that another venue will be found soon. WISH (Wellbeing, Information, Signposting for Herefordshire) Groups and organisations across the county are being invited to join WISH, a new venture to help Herefordshire residents find information and advice on all aspects of health, social care and wellbeing. There will be two key parts to WISH.

Wellbeing website

New website for all ages providing information content & directories of providers, support and activities

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Information hub

A team of people who will be placed in Hereford to signpost and support which will compliment the online system.

The WISH website is still in the stages of development. I will advise of the new launch date as soon as I have news on this.

Council consultation: Schools capital investment strategy

"The council wants all children across the county to be educated in high quality learning environments and there are a number of elements which the council believes will help to achieve this, such as regularly maintained and fit for purpose buildings, sufficient outdoor space and access for those with disabilities.

The questionnaire is available at www.herefordshire.gov.uk/schools-investment-consultation" For further information about this consultation please view Herefordshire Council's website or telephone 01432 260920

Re: Concern regarding the condition of "Sutton St. Nicholas" Road Sign at junction with C1120 to Moreton on Lugg

I contacted Balfour Beatty with reference to this matter and was advised that due to funding cuts there is only money available for warning signage and not for signs to villages.

106 Money for Open Spaces

Officer advice by phone call - is that the money is available for the works to the playing fields access but not available for the rubbish bins. I have written an email to the Officer & requested that the options and the details relating to this matter are confirmed in writing so that the Parish Council can then go ahead with the works accordingly.

Report by Cllr. Kema Guthrie (2nd November 2015)

Appendix 3

Footpaths Officers Report

Update: Tree removal on ST2 North route, East to West.

The trees that have been down for the last 2 winters, have now been removed to allow better access.

With the purchase of a smaller trailer and hire of a Quad bike & permission from the landowner, it has made such tasks far easier, rather than handle equipment multiple times and then have to handle everything again after completing the work.

It is hoped, the continued use of the bike, will enable a more efficient reaction time to removing fallen trees and the management of the footpath & bridleway network throughout the Parish.

Sutton St Nicholas PFO Mike Darley
02/11/15

Fireworks and Bonfire Insurance Requirements

	Insurance requirements	Status
1	Bonfire and Fireworks 100 metres away from any premises or vehicles not owned, hired or rented by the Parish Council.	Only fire work company's vehicle will be on site
2	Person in charge of the fireworks is a competent person who has experience in letting them off.	Professional company with all relevant insurance documents – copies held by SEC
3	Consulted with relevant authorities at least seven days before the event.	Police have acknowledged, fire and ambulance were informed at the same time.
4	Storing of fireworks in a safe manner	Fireworks are arriving on day about 1pm for immediate placement.
5	Keeping spectators a safe distance away from the display and bonfire.	Spectators will be kept safe distance by fencing. Stewards will oversee
6	Providing an adequate number of marshals and stewards to control spectators.	Ample stewards in place on day
7	There are adequate means of extinguishing a fire	Fire authorities are aware of event.
8	Provision of sufficient first aiders	St. John's on site from 5pm
9	Fireworks are supplied by a reputable manufacturer and are not modified.	Yes, with no modification
9	Adequate emergency procedures are in place	Yes
10	Agreement on who does what in the event of an emergency	Yes- jobs allocated
11	Fireworks Risk Assessment carried out	Risk assessments is in SECs possession
12	Bonfire Risk Assessment carried out	Will be conducted upon completion of bonfire assembly.

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Budget monitoring report as at 5th October 2015

Appendix 5

Income	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	variance	% budget	% Actual	
Precept	18,870.00	19,250.00	19,250.00	19,635.00	9,817.50	9,817.50	50.00	50.00	
Other -	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Lengthsman Scheme	301.25	1,000.00	1,513.25	0.00	0.00	0.00	0.00	0.00	
New Lengthsman Scheme	0.00	0.00	0.00	2,901.80	105.00	2,796.80	75.00	3.60	
Bursary	50.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00	
VAT recovered / estimate	4,163.55	263.00	0.00	357.00	718.97	-361.97	100.00	201.39	c
Neighbourhood Plan Grant	0.00	5,000.00	6,918.07	0.00	0.00	0.00	0.00	0.00	
P3 Scheme	0.00	0.00	0.00	1,078.00	556.00	522.00	50.00	51.57	
Lottery Grant	0.00	0.00	0.00	0.00	9,650.00	9,650.00	0.00	0.00	c
Total Income	24,134.80	25,563.00	27,681.32	24,021.80	20,847.47	3,174.33			
Expenditure						-			
Clerks Salary	3,350.53	3,590.00	3,418.96	3,590.00	2,212.66	1,377.34	58.33	61.63	
Admin/Office Expenses	244.56	289.00	394.27	291.00	78.04	-212.96	58.33	26.81	
Training	97.00	250.00	30.00	150.00	0.00	-150.00	58.33	0.00	
Cleaning (Bus Shelter)	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subsidy to Village Hall	1,378.99	500.00	117.00	500.00	0.00	-500.00	58.33	0.00	
Insurance	2,058.77	2,210.00	743.13	800.00	765.42	-34.58	95.67	95.67	c
Membership Subs	282.30	400.00	354.44	362.00	412.37	50.37	100.00	113.91	c
Auditors	150.00	200.00	150.00	250.00	250.00	0.00	100.00	100.00	c
Services Repairs and Maintenance	1,034.12	500.00	988.00	500.00	565.98	65.98	90.00	113.19	
Lengthsman	509.00	1,000.00	1,049.25	4,220.80	255.00	3,965.80	50.00	6.04	
Donations	0.00	180.00	30.00	180.00	200.00	20.00	100.00	111.11	
Purchase of open spaces	0.00	0.00	692.00	0.00	0.00	0.00	0.00	0.00	
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	4,298.87	4,299.13	50.00	50.00	
Parish Plan	1,039.49	340.00	36.00	0.00	0.00	0.00	0.00	0.00	
SIDs	0.00	320.00	0.00	300.00	150.00	-150.00	50.00	50.00	
Rent	5.00	6.00	5.00	6.00	5.00	-1.00	100.00	83.33	
Computer/software	495.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
New Website	720.00	250.00	0.00	200.00	0.00	-200.00	0.00	0.00	
Neighbourhood Plan Community	130.80	5,630.00	7,702.90	696.00	7,470.60	6,774.60	100.00	1,073.36	R
Garden/Playing Field/Open Space	0.00	1,100.00	899.67	2,300.00	265.03	-	90.00	11.52	
P3 Scheme	0.00	0.00	556.00	1,078.00	1,017.00	-61.00	90.00	94.30	
Vat	357.52	0.00	332.97	0.00	1,437.24	1,437.24	0.00	0.00	
Total Expenditure	20,451.63	25,563.00	26,097.33	24,021.80	19,383.21	4,638.59			

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